



DATE: August 2020

TO: Student Worker Managers

Updates regarding Student Employment for the fall 2020 term:

- In an effort to assist all students seeking employment at Brown, please make sure that student jobs are posted in Workday;
- A student's job must be added to their Workday record before the student begins work;
- When Posting jobs, include **Remote** or **Onsite** in Student Job Titles (for example: Undergraduate Research Assistant – Remote), as this will help students identify jobs;
- Onsite student jobs must be approved through a Return to Campus Plan in advance of posting;
- Students who are on a leave of absence are not eligible to work under student status;
 - An alternate option is to hire a non-active student as seasonal staff; please contact the Recruitment & Staffing team at employment@brown.edu for information on this option;
- Students located in the United States can work remotely under current COVID-19 telecommuting guidelines;
- A student Hiring Questionnaire is now part of the Student Job Requisition process in Workday. In the **Provide Additional Information** field on the questionnaire please note the following:
 - Department senior leader approval (HR Business Partner, Department Manager, Chair or Director);
 - Confirmation if the job is **Remote** or **Onsite**.
- Once the Student Hiring Questionnaire is complete and the student job requisition is submitted, it will route to Student Employment for review and approval. **Student job**

requisitions must be approved by Student Employment before the Add job process can be launched;

- Prior to hiring for onsite jobs, students must have completed the online educational module sent by Campus Life and signed the Student Commitment to COVID-19 Community Health and Safety Requirements (the Student Employment team will verify);
- Students must complete the I-9 Form process; please utilize the Student I-9 Verification report to check the I-9 status of students;
- Students who need to complete the I-9 Form process should email the HR Service Center at hrrservicecenter@brown.edu.